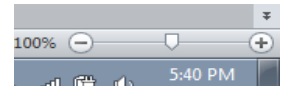**Find the Halogen URL by going to Work Tools and using the drop-down menu.**

- If you forget your password, click on Forgot Password. Answer your security questions and set a new password.

- Halogen requires you to change your password every 365 days.

- Do not use your browser's ← back arrow.

- Check your screen size. If you are unable to see the entire form or pop-up box, set your zoom (lower right corner of screen) to 100%
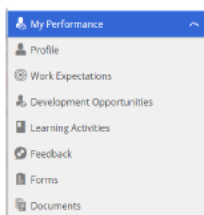

Halogen Home Page

MENU

TASKS
you need to complete

FEEDBACK

DEVELOPMENT OPPORTUNITIES
View or click ⊕ to add a development opportunity

WORK EXPECTATIONS
Front and center on the page.
Click ⊕ to add a new work expectation

PERFORMMINNEAPOLIS USER GUIDES

RECENT ACTIVITIES

My Performance
Go to My Performance to review your
- work expectations
- Development Opportunities
- Feedback you've entered;
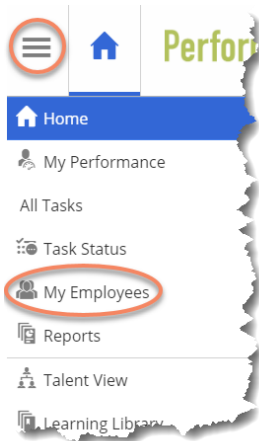
The "My Employees" screen in Halogen

Click on Menu and select My Employees to view important information about your direct reports.

1. Employee name
2. Reporting relationships:

   a. Click on ![icon] to see employees who report to one of your employees

   b. ![icon] indicates that you have named a secondary manager for the employee who can access that employee's information

3. Number of work expectations entered for the employee. Click on the number to view the expectations
4. Number of development plans entered for each employee. Click on the number to view the development plans
5. Feedback: Journal Notes, Supervisor Notes and Recognition entered for the employee. Click the number to view them.
6. Forms: PDFs of expectations, self-appraisals and performance appraisals.
7. Documents emails, pdfs, certificates, etc. that the employee has uploaded.

My Employees   Feedback ▾

Search First and/or Last Name   [Search] [Show All]   Advanced Search ▬

● Direct Reports   ○ All Reports
☐ Filter By: Department ▼ = HR ▼   [Search]

Employees

|◁ ◁ | Page 1 of 1 | ▷ ▷| | 🖨 📄   Displaying 1 - 10 of 10

| | 1 | | 2 | | 3 | 4 | 5 | 6 | 7 | | |
Last Name	First Name	Direct Manager ▲	Rel...	Type	Work Expect...	Develop...	Feedback	Forms	Documents	Photo	Pr...
halogenSecondlevel	Karla	Diane (test) Carol Gross		Direct report	3	0	1	0	0	👤	View
halogenSecondlevel	Henrietta	Diane (test) Carol Gross	👥	Direct report	0	0	0	1	0	👤	View
Halogen	Landon	Diane (test) Carol Gross	👥	Direct report	3	1	1	2	0	👤	View
halogenSecondlevel	Layla	Diane (test) Carol Gross	🏢	Direct report	1	0	1	0	0	👤	View

Feedback

Three are 3 types of Feedback in Halogen

Journal Note: A comment written by the employee about themselves. A Journal Note can be deleted by the employee who created it.

Supervisor Note: A comment about an employee written by their supervisor. A Supervisor Note can be deleted by the supervisor who created it (the employee cannot delete Supervisor Notes).
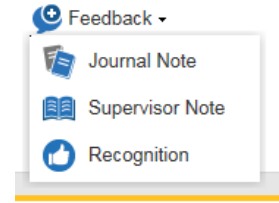
Examples:

1. Compliments, acknowledgement of a job well done

2. Record of check in meetings—what was discussed, any tasks due

3. Record of performance conversations – *We met today to discuss errors occurring in work and formulated a plan to help.*

Recognition: An acknowledgment of an achievement or a positive acclaim of performance written by any City employee to another. Recognition can be deleted only if it was written by the supervisor of the employee being recognized. Otherwise, recognition cannot be deleted by either the creator or recipient.

The "Task Status" screen in Halogen

Click on Menu, select Task Status, and select the process you want to review, i.e., 2014 Performance Appraisal. Review the information on your **Task Status** tab.

- Only the employees you are appraising are listed. (Please email perform.minneapolis@minneapolismn.gov if the list is not correct.)
- Shows which tasks have been completed and which tasks are ready for you to do.

Assign to Other Manager

On the Task Status tab, select the employee ✔ , click "Assign to Other Manager", enter the new manager's name in the pop-up box.

The new manager MUST be a supervisor, i.e. writing performance appraisals in Halogen. If they are not please email perform.minneapolis@minneapolismn.gov